

# **Michelle D. Dartis**

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## **EDUCATION**

Master of Library Science December 2010  
School of Library and Information Science Indiana University-Purdue University  
Indianapolis, IN

*Selected Courses: Library Management, Reference, Introduction to Research,  
Collection Development and Management, Library Philanthropy*

Bachelor of Social Work May 2004  
School of Social Work Indiana University-Purdue University  
Indianapolis, IN

*Selected Courses: Cultural Anthropology, Introduction to Social Work, Social Work  
Research, Introduction to Psychology*

Certification in Case Management May 2004  
School of Social Work Indiana University-Purdue University  
Indianapolis, IN

*Selected Courses: Introduction to Case Management, Crisis Intervention, Human  
Behavior and Social Environment*

Associate Degree in Human Services Technology May 1996  
School of Public and Social Services Ivy Tech Community College  
Indianapolis, IN

*Selected Courses: Introduction to Sociology, Group Process and Skills, Helping  
Relationships Techniques*

## **TECHNOLOGY SKILLS AND CORE COMPETENCIES**

- Computer skills, Microsoft Office, knowledge of integrated library management systems and databases
- Knowledge of applicable national cataloging and metadata standards including Anglo-American Cataloging Rules, 2<sup>nd</sup> Ed. (AACR2), MARC and LC classification, LC Subject Headings, OCLC Connexion, Dewey Decimal System, and WorldCat
- Effective oral and written communication skills
- Outstanding interpersonal and customer service skills
- Management, supervision, and training capabilities
- Transferable skills

## **RELATED LIBRARY EXPERIENCE**

Cataloging Internship January 2010 - May 2010  
Chris Gonzalez Library and Archives Indianapolis, IN

*M. Dartis, pg. 2*

Researched, evaluated, and selected an appropriate open source database that replaced the library's outdated integrated library system; Converted closed database records into MARC and created an online, easily accessible catalog for 7,000 book volumes; Conducted research on library's history and wrote an historical explication; Authored Wikipedia articles on the library and the library's namesake; Wrote procedures for cataloging new items so that the new database can be easily maintained by others.

*Special Collections and Rare Books Internship*

August 2010 - December 2010

Irwin Library, Butler University

Indianapolis, IN

Administered bibliographic instruction; Processed a variety of special collection materials, Helped with queries and patron service involving archival and university materials; Learned basic paper and book repair techniques; Researched and compared archival costs for file folders and boxes, Bristol board, among other items; Assisted University Archivist with filing and cross indexing of selected documents in alphabetical and chronological order.

*Library volunteer*

2009-present

Indianapolis Marion County Public Libraries, Flanner House

Indianapolis, IN

Reshelf books and magazines; Organize and stock DVD's and CD's; Shred documents; Assist patrons with basic questions and directions; Organize Flanner House historical materials; Design periodic displays (e.g. International Lefthander's Day, IMCPL Summer Reading Program, and Black History Month Essay Challenge).

*Library volunteer*

2009-present

LifeJourney Church

Indianapolis, IN

Write periodic articles on historical figures and other topics; Assist patrons with searching and identifying library materials; Assist new patrons with signing up for the church library card; Assist library director in cataloging new library materials.

**PROFESSIONAL EXPERIENCE**

*Qualified Mental Retardation Professional*

10/2007-12/ 2008

(Full-time)

Help at Home, Inc.

Indianapolis, IN

Interviewed, hired, trained, and supervised employees; Implemented and monitored facility policies and procedures; Ensured implementation of Indiana state standards; Maintained client records and employee personnel files; Documented staffing hours on a biweekly basis; Prepared and documented monthly billing reports.

*Program Director*

5/2004- 7/2007

(Full-time)

Indiana Mentor

Indianapolis, IN

Trained and supervised direct care staff; Acted as a liaison for behavior consultants, families, guardians and physicians; Planned and facilitated monthly mandatory meetings; Devised and implemented programs and data collection systems; Compiled and documented billable hours.

*Service Coordinator*

1/2001- 8/2003

(Full-time)

Easter Seals Crossroads Rehabilitation Center

Indianapolis, IN

*M. Dartis, pg. 3*

Coordinated the Indiana First Steps (early intervention) program; Conducted home visits; Maintained legal documentation and client records; Facilitated individualized family service plan and transition meetings; Linked families to community resources.

**AWARDS**

- Association of Library and Information Science Scholarship Travel Award
- Indiana Librarians Leading in Diversity MLS Fellowship Program
- Spectrum Institute REACH 21 Scholarship Initiative

**PROFESSIONAL MEMBERSHIPS**

- Association of Library and Information Science Students (ALISS)
- Black Caucus of the American Library Association (BCALA)
- Black Librarian Nation
- Diversity Roundtable of Central Indiana
- Indiana Black Librarians Network